





# Financial Reporting System

- Provided to you at no cost
- Expedites filling out and filing of the required financial reports of contributions and expenditures
- Accessed from any Internet connected PC, MAC<sup>®</sup> or other computer
- Extremely user friendly
- Reports are available publicly via the internet



# Requirements

- PC, MAC<sup>®</sup> or other computer
- Internet connection
- Web browser such as Internet Explorer<sup>®</sup> or Netscape Navigator<sup>®</sup>
- Printer
- Adobe Acrobat Reader<sup>®</sup>



# Logging In

Welcome to the Lake County Supervisor of Elections Website - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://elections.co.lake.fl.us/Default.asp> Go Links

*Welcome....*

The Lake County Supervisor of Elections is here to give you general information regarding the election procedures in the State of Florida and Lake County. I encourage everyone to exercise the privilege of voting in every election. If you have any questions, please do not hesitate to [contact us](#).

*Election 2005*

[Click here](#) to view the sample ballot for the Fruitland Park Special Election that is to be held on July 19, 2005.

*Links*

- ★ [FAQs and Helpful Links](#)
- ★ [Candidate/Committee Information](#)
- ★ [Early Voting](#)
- ★ [Elected Officials](#)
- ★ [Address Change/Replacement ID](#)
- ★ [Lake County Voter Registration Application](#)
- ★ [Polling Place Information](#)

[http://elections.co.lake.fl.us/faqs\\_helpful\\_links.asp](http://elections.co.lake.fl.us/faqs_helpful_links.asp) Internet

- Log on to your Internet connection.
- Open a web browser such as Internet Explorer<sup>®</sup> or Netscape Navigator<sup>®</sup>
- *Note: Your web browser must be configured to accept cookies.*
- Go to Lake County Supervisor of Elections' website at:  
<http://elections.co.lake.fl.us>
- Select the *Candidate/Committee Information* link



- Locate the [Candidate/Committee/Party Login](#) link found on the *Candidate/Committee Information* web page.
- Click this link to access the Login page.



- Campaign Report Forms
- Publications
- Candidate Listing
- **Candidate/Committee/Party Login**
- Reporting Schedule



- Input your Candidate ID number and Password supplied to you by the Lake County Elections Office.
- Click the Login button.
- *Note: The report is NOT legally filed until the signed copy is received by the elections office.*

**Candidate Log In**

Candidate ID  Password

The Candidate Financial Reporting System is provided to you and all candidates to provide for entering contributions and expenditures required for financial reports. After the entry of data for a report is completed, the system provides for printing out the report in the form required for filing. Simply sign the form and hand deliver or mail it to the Supervisor of Elections office:

Emogene W. Stegall  
Lake County Supervisor of Elections  
PO Drawer 457  
Taveres, FL 32778  
elections@co.lake.fl.us

**IMPORTANT:** Your Browser must be set to allow the storage of "cookies" during your session. For an explanation of "cookies," please refer to Microsoft's "[What's a Cookie?](#)". Each browser has varying methods for setting this option. Please refer to your browser's documentation regarding cookie settings.

Don't forget that the report IS NOT LEGALLY FILED until the signed copy is received by the elections office. This **must** be done on or before the due date of the report. **If the report is delinquent, you are subject to a fine.**



# Entering Financial Report Data

- The system will present you with a list of reports.
- Select the line with the appropriate reporting period for your data.

## Candidate : History Teacher (1)

Office : School Board Member District 2

Log Out

Change Password

? Help

Press Help for information on using the **new 'Import Entries' feature.**

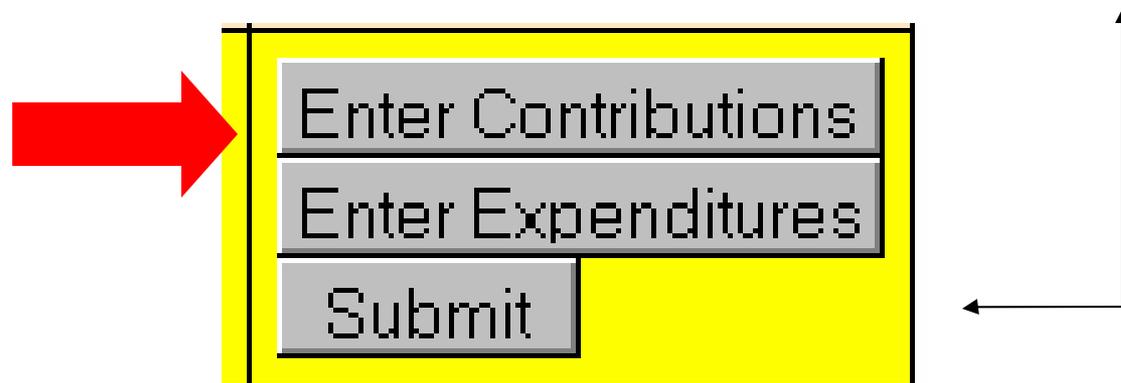
Candidate Reports				
Election :				
Rpt Date	Total Contrib	Total Exp	Status	
Q3 (07/01/2005 - 09/30/2005) 10/10/2005	-	-	No Data Entered	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit Waiver"/>
Q4 (10/01/2005 - 12/31/2005) 1/9/2006	-	-	No Data Entered	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/>





- Click either Enter Contributions or Enter Expenditures for the appropriate report period depending on the data that you wish to enter.

G1 (9/6/2002 - 9/13/2002) 9/20/2002			Not Filed Data Entry Started	<input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Submit"/>
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Candidate : History Teacher (1)  
Office : School Board Member District 2

[? Help](#)

Campaign Treasurer's Report - Itemized Contributions								
Election : General Election 2006 (2006-11-07)								
Report Date : Q3 (07/01/2005 - 09/30/2005) 10/10/2005								
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>								
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
							Total	\$0.00
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>								

This is the list of individual contribution items on the financial report. To add a new contribution, click the 'Add contribution' link above. You may also click the Edit or Delete link for an item to modify the item or to delete it entirely.

- Click one of the “**Add**” links to add either a contribution or expenditure.

**Note:** This example represents the screen that would be used to enter contributions.

- Selecting [Return to Report List](#) will return you to the list of reports.



- Complete the form with all required information.
- If the contributor or vendor is a company, enter the entire company name in the Last name field and leave the First and Middle name fields blank.
- Select the Add Contribution button to add each item to the report list.
- Use the Cancel button to return to the report list upon completion of the last item entered.

**Candidate : History Teacher (1) Office : School Board Member District 2**

Date	12 / 29 / 2005	Date of item (mm/dd/yyyy)
Contributor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	<input type="text"/>	The occupation of the contributor is only required <b>if the amount is over \$100</b>
Contribution type	Cash	
In-kind Description	<input type="text"/>	Type the description of any In-kind contribution. If the contribution is from a political party and is allocatable towards contribution limits, then put an 'A' in this box. If it is from a political party and is not allocatable towards contribution limits then put an 'N'.

[List Contributors](#)



- To make a change to an item after adding it, select the [Edit](#) link at the left of that item.
- To delete an item, select the [Delete](#) link located to the left of that item.

Candidate : History Teacher (1)  
Office : School Board Member District 2

[? Help](#)

Campaign Treasurer's Report - Itemized Contributions									
Election : <b>General Election 2006 (2006-11-07)</b>									
Report Date :									
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	1	12/29/2005	John Q Doe 1234 Doe St Any Town, FL 12345	Individual	clerk	Cash			\$99.00
								Total	\$99.00
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									

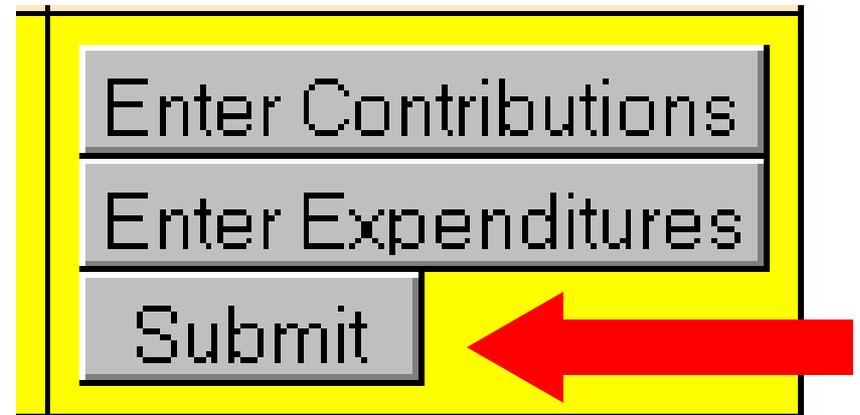


This is the list of individual contribution items on the financial report. To add a new contribution, click the 'Add contribution' link above. You may also click the Edit or Delete link for an item to modify the item or to delete it entirely.



# Submitting the Report

- When all items for this report period have been entered and checked for accuracy, click the Submit button.



G1 (9/6/2002 - 9/13/2002) 9/20/2002			Not Filed Data Entry Started	<input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Submit"/>
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## Submit Report

Candidate : **History Teacher (1)** Office : **School Board Member District 2**  
Report Period **10/01/2005-12/31/2005** Due Date **1/10/2006**  
Contributions **\$50.00** Expenditures **\$49.00**



Click on the submit button below to file the report.

Once a report is filed it **cannot** be changed. Any changes must be made as amendments to the original report.



Submit Report

Cancel

- Review your contributions and expenditure totals and the report period you are filing.
- Click Cancel to return to the report to edit information, if necessary.
- Click the Submit Report button if everything is correct and you are ready to file the report for the reporting period.
- *Note: Once the report has been submitted, no further additions or edits can be made.*



# Printing the Report

- After submitting the report, select the Print button to print the summary report and the itemized contribution and expenditure pages.

## Candidate : History Teacher (1)

Office : School Board Member District 2

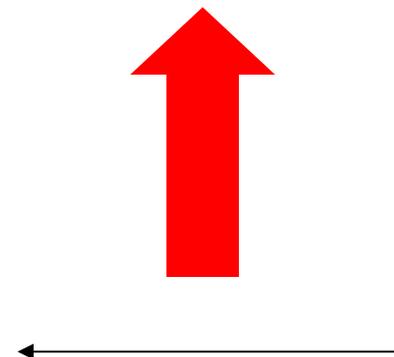
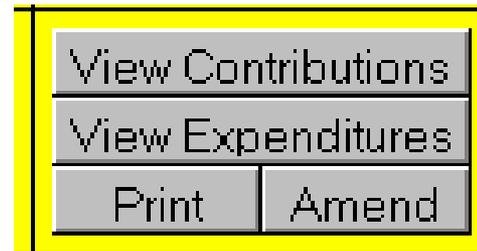
[Log Out](#)

[Change Password](#)

[? Help](#)

Press Help for information on using the new 'Import Entries' feature.

Candidate Reports				
Election : General Election 2006 (2006-11-07)				
Rpt Date	Total Contrib	Total Exp	Status	
Q4 (10/01/2005 - 12/31/2005) 1/10/2006	\$50.00 (1 item)	\$49.00 (1 item)	Submitted	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a>



This report lists all of the dates for which you are required to file a financial report. To enter contributions, click on the 'Edit Contributions' link for the appropriate reporting period. To enter expenditures select the 'Edit Expenditures' link.



priot cont:0.00 exp:0.00  
total cont:50.00 exp:49.00  
cashcheck cont: 50.00 loans: 0.00  
item\_count : 2  
File Written ./pdf\_lake/e4c1\_Q4\_dhc2sdc29.pdf

View/download the report [History Teacher \(10/1/2005 - 12/31/2005\)](#)

To View this report, you will need Adobe Acrobat  
You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to

download it 

- You will need Adobe Acrobat Reader<sup>®</sup> to view the report.
- A link is available to download Acrobat Reader<sup>®</sup> if you do not currently have it installed on your computer.



# Report Summary

 Report Summary

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) <u>History Teacher</u> Name	OFFICE USE ONLY 1
(2) <u>1234 Sunset Lane, Any Town, FL 12345</u> Address (number and street)	
City, State, Zip Code	(3) ID Number: _____
<input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED	
(4) Check appropriate box(es): <input checked="" type="checkbox"/> Candidate (office sought): <u>School Board Member District 2</u> <input type="checkbox"/> Political Committee <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> Electioneering Communication	<input type="checkbox"/> CHECK IF PC HAS DISBANDED <input type="checkbox"/> CHECK IF CCE HAS DISBANDED <input type="checkbox"/> CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED
(5) REPORT IDENTIFIERS Cover Period: From <u>10/1/2005</u> To <u>12/31/2005</u> Report Type <u>Q4</u> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report <input type="checkbox"/> Independent Expenditure Report	
(6) CONTRIBUTIONS THIS REPORT Cash & Checks \$ <u>50.00</u> Loans \$ <u>0.00</u> Total Monetary \$ <u>50.00</u> In-Kind \$ <u>0.00</u>	(7) EXPENDITURES THIS REPORT Monetary Expenditures \$ <u>49.00</u> Transfers to Office Account \$ <u>0.00</u> Total Monetary \$ <u>49.00</u>
(9) TOTAL Monetary Contributions To Date \$ <u>50.00</u>	(8) Other Distributions \$ <u>0.00</u>
(10) TOTAL Monetary Expenditures To Date \$ <u>49.00</u>	
(11) CERTIFICATION It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)	
I certify that I have examined this report and it is true, correct, and complete. (Type name) <input type="checkbox"/> Individual (only for electioneering commun.) <input type="checkbox"/> Treasurer <input type="checkbox"/> Deputy Treasurer <b>X</b> Signature	I certify that I have examined this report and it is true, correct, and complete. (Type name) <input type="checkbox"/> Candidate <input type="checkbox"/> Chairperson (only for PC, PTY & electioneering commun. organization) <b>X</b> Signature

- Each report contains:
  - \* *the Report Summary*
  - \* *Itemized Contributions*
  - \* *Itemized Expenditures*



**CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS**

(1) Name History Teacher (2) I.D. Number 1  
 (3) Cover Period 10/1/2005 through 12/31/2005 (4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
12/29/2005 / /	Doe, John Q 123 Anywhere St Any Town, FL 12345	I	CA			\$50.00
1						
/ /						
/ /						
/ /						
/ /						
/ /						
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/ /						
/ /						

DS-DE 13 (Rev. 08/03) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

 **Itemized Contributions**

**CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES**

(1) Name History Teacher (2) I.D. Number 1  
 (3) Cover Period 10/1/2005 through 12/31/2005 (4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
12/29/2005 / /	Printing, ACME 1234 Pretty Color Ln Any Town, FL 12345	printed pamphlets	MO		\$49.00
1					
/ /					
/ /					
/ /					
/ /					
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/ /					

DS-DE 14 (Rev. 08/03) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

**Itemized Expenditures** 



- Once you have printed the entire report and the report summary, sign it and deliver it to the elections office.
- Once the elections office receives the paper report, it will be released to appear on the web site.
- *Note: The report is not legally filed until it is received by the elections office.*



Lake County  
Supervisor of Elections  
Emogene W. Stegall

352.343.9734

<http://elections.co.lake.fl.us>

The End